

Asterisks Voice Mail Instructions (voicemail to email)

Asterisks voice mail will send you an email notification when you receive a new voice mail message. You have the option to listen to that message directly from your email or you can use the instructions below to log into your phone.

In order to record a personal greeting and to change the password, you will need to access your voicemail from a phone with the instructions below. The voice mail will still work prior to completing these steps, but the caller will hear an automated voice prompt rather than a personal greeting.

The first time you log in, the system will take you through a set up process and ask you to record your name and change your password. Once you have completed those steps, you can move to the “to record a greeting” instructions below.

Choose one of the log in options below

To Log in from your office phone

Option 1 - Dial 5-XXXX (XXXX is the last 4 digits of your phone number)

When you hear the voicemail answer, press * (star)

When it asks for your password, it is 5XXXX (XXXX is the last 4 digits of your telephone number)

If option 1 isn't work, please try option 2.

Option 2 - Dial 5-MAIL (6245).

The system will prompt you for your mailbox, which is 5XXXX (XXXX is the last 4 digits of your telephone number).

The system will prompt you for your password, which is the same if this is your first login and/or you haven't changed it yet.

To Log in from a phone away from your office

Dial your office phone number

When you hear the voicemail answer, press * (star)

The system will then prompt you for your password. If you haven't changed your password, the default is 5XXXX (XXXX is the last 4 digits of your telephone number)

Once you have logged in:

To record greeting

Press 0 for mailbox options

Press 1 to record your unavailable message

To delete messages from voice mail, once logged into phone

Press 1 for new messages

Press 76 to delete & skip to the next message, if you don't want to listen to each message

To record a temporary greeting for vacation

Press 0 for mailbox options

Press 4 for temporary greeting

After tone, record greeting and press #

Press 1 to accept temporary greeting

This greeting will override the unavailable greeting that you have set up currently.

When you want to go back to the original greeting, you go in and erase the temporary greeting.

Erase temporary greeting

Press 0 for mailbox options

Press 4 for temporary greeting

Press 2 to erase the temporary greeting